

**FRESNO, CALIFORNIA  
CLASS SPECIFICATION**

**ASSISTANT MECHANICAL TECHNICIAN**

**FLSA STATUS:**

Non-Exempt

**CLASS SUMMARY:**

The Assistant Mechanical Technician is the second and semi-skilled level in a five level Mechanical series. Incumbents are responsible for performing routine vehicle maintenance activities under minimal supervision and under the general direction of a journey mechanical trades person.

Distinguishing characteristics within the class, depending upon specialized area of assignment are responsibility for performing bus, fire equipment, heavy equipment, light equipment, and/or tire maintenance and repairs.

The Assistant Mechanical Technician is distinguished from the Mechanical Worker by its responsibility for performing semi-skilled vehicle maintenance and repair, and assists in providing training to mechanical worker.

**TYPICAL CLASS ESSENTIAL DUTIES:** (These duties are a representative sample; position assignments may vary.)

**FRE-  
QUENCY**

- |    |   |              |
|----|---|--------------|
| 1. | Performs minor repairs to vehicles and equipment which, depending on assignment, may include: changing tires; repairing and replacing brakes; identifying and repairing air conditioning and heating systems; replacing vehicle components; troubleshooting and repairing hydraulic systems; replacing motors, pumps, and cylinders; changing engine gaskets and parts; and/or performing other related activities. | Daily<br>25% |
| 2. | Performs preventative maintenance and servicing activities which, depending on assignment, may include: changing oil; changing filters; applying lubricants; checking fluid levels; inspecting brakes, chassis components, and tires; and performing other related activities.  | Daily<br>20% |
| 3. | Uses and maintains a full set of hand, power and shop tools and equipment related to the work, observing safe work methods and utilizing safety equipment related to the work.  | Daily<br>20% |
| 4. | Completes a variety of logs, documents, and/or simple reports regarding quantity of materials handled, equipment operations, vehicle conditions, maintenance and repair activities, and/or other related information.   | Daily<br>10% |
| 5. | Performs vehicle safety inspections to ensure proper and safe functioning of applicable vehicles and equipment.   | Daily<br>5%  |

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<b>TYPICAL CLASS ESSENTIAL DUTIES:</b> (These duties are a representative sample; position assignments may vary.)		<b><u>FRE- QUENCY</u></b>
6.	Assists with the installation, repair, and replacement of ignition systems, transmissions, differentials, axles, and/or other related parts.	Weekly 10%
7.	Monitors available inventory and notifies appropriate individual(s) when stock levels reach specified levels.	Weekly 5%
8.	Assists in performing welding, cutting, and fabrication of metal materials for vehicle and/or equipment repairs and/or modifications.	Weekly 5%
9.	Performs other duties of a similar nature or level.	As Required

**POSITION SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:**

**Positions assigned to Fire Equipment may be responsible for:**

- Maintaining and repairing fire equipment and apparatus, including engines, trucks, air brake systems, and ladders;
- Filling self-contained breathing air cylinders;
- Disassembling, repairing, and testing pumps, air compressors, resuscitators, extension ladders, and related equipment;
- Assisting in the repair and overhaul of diesel and gasoline engines, ignition systems, and air brake systems.
- Assisting and accompanying fire personnel with support equipment and services.

**Positions assigned to Buses may be responsible for:**

- Assisting with the disassembly, reassembly, removal, installation, overhaul, and repair of diesel and gasoline engines and transmissions;
- Assisting with the installation, repair, and replacement of new ignition systems;
- Performing tune-ups and sub-system adjustments;
- Testing and inspecting diesel and gasoline engines, transmissions, electrical systems, air compressors, and other sub-systems.

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### **POSITION SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:**

#### **Positions assigned to Tire Maintenance may be responsible for:**

- Repairing and replacing worn or defective tires, tubes, and wheels on heavy trucks, construction equipment, and automobiles;
- Mounting and balancing tires, which includes matching diameters and tread designs of replacement tires.
- Assisting and maintaining inventory and orders tires
- Determining and delegating work assignments to Mechanical Workers

#### **Positions assigned to Light and Heavy Equipment may be responsible for:**

- Assisting in the maintenance and repair of air, hydraulic, and electric brake systems;
- Assisting with the diagnosis of malfunctioning engines, transmissions, and related sub-systems.

### **Training and Experience** (positions in this class typically require):

- High School Diploma, or GED, and two years of related experience or one year related experience and the completion of an approved apprentice program or its equivalent is required;

OR

- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

### **Licensing Requirements** (positions in this class typically require):

Licensing Requirements:

- Basic Class C License
- Commercial Class B License

Some positions, based on assignment, may require:

- Commercial Class A License
- Fire Mechanic I Certificate
- State Fire Marshals Pump Certification
- Commercial Class B with airbrake endorsements
- State of California Driver's License, Class B with Passenger endorsement
- Commercial Class B License with Tank endorsement

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#### **Knowledge** (position requirements at entry):

Knowledge of:

- Applicable tools and equipment utilized in assigned area or responsibility;
- Applicable terminology utilized in the trade;
- Methods, materials, techniques and equipment utilized in assigned area of responsibility;
- Inventory management principles and practices;
- Vehicle and/or equipment maintenance and repair practices and procedures in assigned area of responsibility;
- Safe work practices and procedures.

#### **Skills** (position requirements at entry):

Skill in:

- Coordinating and implementing preventative maintenance to applicable vehicles and equipment
- Troubleshooting, diagnosing, and resolving vehicle and equipment problems, and malfunctions
- Monitoring and participating in the preparation and maintenance of operational reports, logs and records
- Performing vehicle and equipment maintenance and repairs in assigned area of responsibility
- Diagnosing mechanical, hydraulic, pneumatic, electrical, and electronic malfunctions in instrumentation, programmable logic controllers, and telemetry systems
- Reading and interpreting blueprints, schematics, and other technical drawings related to job duties
- Using and maintaining applicable tools, equipment, vehicles, and hardware and software related to job duties
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business, organizations, elected and appointed officials, media, etc. sufficient to exchange or convey information, give/receive work direction

#### **Physical Requirements:**

Positions in this class typically require: feeling, finger dexterity, grasping, hearing, repetitive motions, seeing, talking, bending, kneeling, lifting, reaching, standing, stooping, walking, balancing, climbing, crawling, crouching, pulling and pushing.

Very Heavy Work: Exerting up to 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

Incumbents may be subjected to moving mechanical parts, electrical hazards, vibrations, fumes, odors, dusts, poor ventilation, adverse weather conditions, environmental hazards, gasses, chemicals, oils, work space restrictions, inadequate lighting, intense noises, and travel.

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**Note:**

The above job specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

**Classification History:**

Draft prepared by Fox Lawson & Associates (LM)

Date: 11/2007

Reviewed by the City of Fresno

Date: 5/2008